

NOTICE OF OPEN MEETING – SEAP SUB COMMITTEES

6-10-06

(Insert date & time of meeting)

Notice is hereby given that the *(insert name of sub committee)* Sub-Committee of the Department of Elementary & Secondary Education's (DESE), Division of Special Education Special Education Advisory Panel (SEAP) will conduct a meeting at *(insert time of meeting)* on *(insert day, month and year)* at *(insert the location meeting will be held, or, if the meeting will be conducted by phone or electronic means, the location where the public may observe and/or attend and directions to access the meeting electronically).*

The tentative agenda of this meeting includes *(list topics)*:

The news media may obtain copies of this notice by contacting:

(Insert name)

(Insert address)

(Insert phone)

**NOTE – Remove underlines and parenthesis after filling in proper information.*

***Adapted from The Sunshine Law, 2004, the state open meetings and records law, Office of the Missouri Attorney General, publication, revised 2004, sample form, page 35.*